

**STATE OF MONTANA JOB VACANCY**  
**An Equal Opportunity Employer**  
**4 Page Document**

**Department of Transportation**  
**Human Resources**  
**2701 Prospect Avenue**  
**PO Box 201001**  
**Helena, Montana 59620–1001**

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July 7, 2008      **Internal/External Statewide**

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|-----------------------|--|
| Position Title:       | Computer Supervisor                        |
| Position Number:      | 54181051                                   |
| Classification Code:  | 151117                                     |
| Work Comp Code:       | 8811                                       |
| Bargaining Unit/Code: | Management/0000-9                          |
| Division:             | Information Services Division              |
| Location:             | Helena                                     |
| Job Status:           | Full time/Permanent                        |
| Work Shift:           | 8:00 AM to 5:00 PM                         |
| Area Code:            | 018  |
| Supervisor:           | Kevin Kauska                               |
| Band/Grade:           | Band 7                                     |
| Salary:               | \$59,854 - \$74,817                        |
| Supplement:           | No   |
| Closing Date:         | Open until filled – first screening 7/2/08 |

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**Application Deadline**

Application materials from interested Department of Transportation employees must be submitted online or received in the Human Resources office in Helena by 5:00 p.m. on the closing date.

In-state and out-of-state applications are due by 5:00 p.m. Mountain Time on the closing date. You can apply for this position online. Alternatively, you can mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

**Application and Selection Process**

Factors to be considered in evaluating an applicant's qualifications will include the following:

1. An evaluation of the Montana State application form (PD-25) or the **MDT Application form (available on-line at [www.mdt.mt.gov/jobs/](http://www.mdt.mt.gov/jobs/))** for minimum qualifications.
2. Caliper Assessment.
3. A structured interview (100% weight).
4. Final/Supervisory interview.
5. Reference checks.

All applicants must submit the following documents by the closing date to be considered for this position. These documents will be used to evaluate your qualifications.

A signed and completed State of Montana Application (PD-25) or the **MDT Application form available on-line at [www.mdt.mt.gov/jobs](http://www.mdt.mt.gov/jobs)**.

- \* An employment preference is available to eligible veterans, disabled veterans, handicapped civilians, and spouses of certain veterans and handicapped civilians. If claiming preference, the employment preference form (PD-25A, 12/93) plus the DD-214 (and DPHHS certification, if appropriate) must be submitted with the application.

**Note: Applicant must complete ALL sections of the state application.**

**Failure to submit completed application materials as specified above will result in disqualification from the selection process. Late applications will be disqualified.**

**Transcripts** If you are the successful candidate, and the position for which you applied requires a degree(s), or you used a degree to meet position qualifications, you may be REQUIRED to produce an official transcript(s), which must show the degree(s) and date(s) awarded, as a condition of employment.

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### **Information Services Division Overview**

This position is a member of the Information Services Division which provides a full range of services for the Montana Department of Transportation. These services include network management, server systems administration, desktop and mobile computer systems administration, database administration, applications development and maintenance, integrated systems development, Internet and Intranet web page development, data security & disaster recovery services, geographic information systems, global positioning systems, roadway information collection, user support, training, imaging services, duplication services, electronic information management, IT research and development, budget development and monitoring, procurement administration, contract administration and project management.

### **Position Description**

The Applications Section within the Information Services Division isn't just a programming section. We are a leading State Government service organization who believes in and relies upon **PASSION** and **POSITIVE ATTITUDE**, using **CUTTING EDGE TECHNOLOGY**, to achieve **EXCELLENCE** when developing and maintaining **QUALITY** and **INNOVATIVE** systems for the agency.

The Information Services Division is seeking a highly motivated team supervisor who will be responsible for directing and managing the Applications Programming Team. This highly skilled and energetic team of 14 develops new systems and maintains over 150 existing systems. These systems are developed using complex technologies and varying programming languages (Visual Basic, Oracle, .Net and Java) to meet the rapidly changing business needs of the agency. This team is also responsible for training department personnel in the use of these systems. The position directs the analysis of current and potential computerized business process requirements and requests; and coordinates the development, installation and maintenance of computerized business applications and their integration with other systems.

### **Job Requirements**

This position requires knowledge of the theory, application and practices of both information management and business management. The position requires skill in project management; business process analysis and

documentation; planning and organizing the work of others; drawing conclusions and making recommendations.

This position requires the ability to exhibit quality leadership, vision, communication, customer orientation, organizational ability, decision-making, and accountability behaviors and possess a high level of ethics/integrity.

**Education and Experience:** Bachelor's degree in Computer Science, Information Systems, Business Management or related field AND four (4) years of management experience, at least three (3) of which should include supervision of professional and technical staff in the information technology field.

Preference will be given to those with project management or application development experience in an information technology business environment. Preference will also be given to those with a technology related degree (Computer Science, Information Technology, Information systems, etc)

Any combination of additional related work experience and successfully completed years of related college totaling four may be substituted for the degree requirement.

The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the State to consider any such accommodation, the applicant must make known any needed accommodation.

MDT attempts to provide accommodations for any known disability that may interfere with a person participating in any service, program or activity of the Department. Alternative accessible formats of this information will be provided upon request. For further information call (406) 444-6331 or TTY (800) 335-7592, or by calling Montana Relay at 711.

In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to supply documentation within 3 days of hire proving that he/she is eligible to work in the United States. Examples of documentation include a social security card along with a driver's license or other picture ID, a US passport or a green card. The Department of Transportation does not sponsor H1B Visa Petitions. To be eligible for permanent employment with the Department, an applicant must have a current US Green Card.

In accordance with the Montana compliance with military selective service act, males new to state government employment must produce documentation showing compliance with the federal military selective service act. Examples of this documentation include a registration card issued by selective service, a letter from selective service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with selective service was not done knowingly or willfully.

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